

FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FROM OUR CUSTOMERS

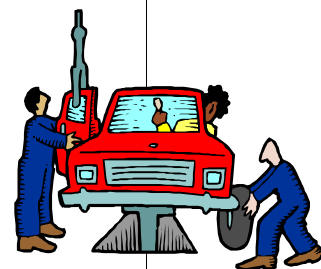
No. LXVI

September 2003

SAFETY TIPS TO KEEP YOUR DRIVING EASY

With summer officially over many of us are thinking about the kids returning to school. You'll be dropping them off before you come to work. Before the school season starts, here are a few tips that could help you to have a safer driving season, and not be stranded on the side of the road.

- Check the tires on your car for wear, cuts, cracks, and of course, air pressure.
- Check all lights, brakes, and all the fluid levels and perform routine maintenance, such as, oil changes and tune ups.



If you are not comfortable performing operator's maintenance, you may want to take your vehicle to an authorized dealer or reputable mechanic to have your vehicle serviced.

CLARIFICATION ON PARKING IN THE 1:00 PM AND 3:30 PM LANES

With the limited number of 1:00 pm and 3:30 pm lanes available, the Parking Management Office would like to remind all permit holders that these lanes must be vacated by the posted times. All four spaces in the lane, including the back space against the wall, must be vacated by the posted times. Failure to comply with the posted departure times will result in a citation. The 1:00 PM and 3:30 PM departure lanes were established as a result of customer feedback to ensure easy departure for DOE employees who need to leave the Forrestal building in the early afternoon. Medical appointments, travel, and meetings outside the building were the key reasons for the establishment of these lanes. In addition, please remember that the users of these early departure lanes must leave their vehicle keys, with the parking attendants.

DEPARTMENT OF ENERGY

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Note from the Garage

During the month of October, you will have the opportunity to purchase your quarterly permit. If you would like to take advantage of this convenience please do so beginning September 25, 2003. You may pay \$75.00 by check or \$75.00 plus a \$2.00 service charge when using a major credit card. Only Visa and MasterCard will be accepted.

We are on the web!

[HTTP://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM](http://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM)

CALL-UP SYSTEM

Frequently, those who park in the Forrestal garage are delayed in the offices at the end of the workday for a variety of reasons. To address this issue, the DOE Parking Order established a call-up system to be utilized if any car blocks the exit of another car (s) from a lane. Most of our customers understand the need for such a system in our Forrestal facility because of the stacked parking system. When a call is received, you or your representative must respond within 10 minutes of the call. Some of our customers have been unwilling to move their vehicles and have been ticketed. Again, you must move your vehicle when called. We appreciate your cooperation in this matter.

It is also very important that your parking permits are properly filled out with all the requested information and that the parking permits are clearly displayed in your vehicles. Failure to do so may result in the issuance of a citation.